

Candidate Information Pack

Including Job Description & Person Specification



Croydon Health Services provides integrated NHS services to care for people at home, in schools, and health clinics across the borough as well as at Croydon University Hospital and Purley War Memorial Hospital.

CUH provides more than 100 specialist services and is home to the borough's only Emergency Department and 24/7 maternity services, including a labour ward, midwifery-led birth centre and the Crocus home birthing team.

Purley War Memorial Hospital (PWMH) in the south of the borough offers outpatient care, including diagnostic services, physiotherapy and ophthalmology services run by Moorfields Eye Hospital, alongside an onsite GP surgery.

Our experienced staff take care of people of all ages across the borough of Croydon.

We are a very close-knit and friendly organisation where everyone of our 3600 members of staff is valued. We strongly believe that our employees are our greatest asset.

Join us and be a part of the team that is making Croydon proud.



Our values

We will always be **professional**, **compassionate**, **respectful** and **safe**.

Professional

- Set ourselves very high standards and share best practice
- Keep our uniforms smart, and be professional and consistent in our approach
- Work in partnership to best support our community's needs
- Use resources wisely without compromising quality or safety

Compassionate

- Treat everyone as we would want to be treated ourselves
- Demonstrate kindness, dignity, empathy and compassion
- Make time for the people we are caring for, to understand their needs and wants
- Organise our services to give people the best possible experience of care

Respectful

- Be courteous and welcoming, and introduce ourselves
- Value the diversity and needs of everyone
- Always involve people in decisions about their care, listening to and respecting their wishes
- Appreciate the contribution that staff from all backgrounds bring to our services

Safe

- Be open and honest in everything we do, sharing what we do well and admitting our mistakes, to constantly improve our care
- Protect the confidentiality of those in our care and show sensitivity to people around us
- Feel free to raise concerns so we are always learning• Make time for training and development and support research so people always receive the highest standards of care.



JOB DESCRIPTION

JOB TITLE	Adult Dietitian
DIRECTORATE	Integrated Adult Care
DEPARTMENT	Nutrition and Dietetic Department
BAND	5
RESPONSIBLE TO	Principal Adult Dietitian
ACCOUNTABLE TO	Dietetic Service Operational and Professional Lead
RESPONSIBLE FOR	Supporting the Dietetic Assistant

JOB SUMMARY

The post holder will provide a service to inpatients in a variety of clinical specialities, provide general adult outpatient clinics and deliver group education sessions for patients and staff.

MAIN DUTIES AND RESPONSIBILITIES

1. To provide a high quality specialist dietetic service to patients on medical and elderly wards, including clinical areas of gastroenterology, renal, diabetes, cardiology, haematology, oncology, gynaecology and urology.
2. To deliver group sessions i.e. maternity healthy weight group, gestational diabetes and cardiac rehab
3. To support management in strategic planning and ensure thorough, timely, safe, evidence based and cost effective nutrition and dietetic service in these specialist areas.
4. To liaise, support, inform and work with the multidisciplinary team for elderly care, GPs, practice nurses, district nurses, special interest groups of the British Dietetic Association home enteral feeding services, nursing homes and other Allied Health Professionals.
5. Formulate, deliver and review individual dietetic treatment plans for patients based on evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge of a wide range of dietetic treatments.



6. Assess patients' understanding of treatment proposals, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
7. To manage clinical risk within own patient caseload with the support of more senior staff.
8. To be professionally and legally accountable for all aspects of work in compliance with standards of conduct, performance and ethics set out by the Health and Care Professions Council (HCPC) and BDA code of conduct set out by the British Dietetic Association (BDA).
9. To demonstrate flexibility in providing cover in times of staff shortage within the rotational areas with senior support and training.
10. To undertake any other duties appropriate to the grade as requested by the Head of Dietetic Services

Team Working, decision making and communication:

1. Represent the dietetics service and/or individual patients at multi-disciplinary team meetings, to ensure the delivery of a co-ordinated multidisciplinary service, and integrate dietetic therapy into the treatment programme. This will include discussion of patient care, patient progress and involvement in discharge planning.
2. Use a range of verbal and non-verbal communication tools to communicate effectively with patients. Use persuasive and empathetic communication skills to motivate patients enabling them to progress through the rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding and/or communicating.
3. To provide expert nutritional advice to patients, carers and clinicians regarding provision of nutritional support for patients based on clinical evidence. This requires detailed nutritional assessment; to include the calculation of nutritional requirements based on the interpretation of biochemistry, anthropometrics and clinical condition.
4. To be responsible for the discharge planning of patients going home on artificial nutritional support.
5. Liaise with the Catering department to promote optimal nutrition for patients.

Audit and research:

1. To participate in regular audit and research in your specialist area with the supervision of senior members of the department. Ensure the findings are disseminated and published as appropriate.

Personal and professional development:

1. To take responsibility for keeping own knowledge and skills up to date by participating in the Trust's appraisal system for staff development and review, including writing a personal development plan and keeping a personal portfolio of evidence to demonstrate continued professional development.
2. To be actively involved in professional clinical groups such as BDA Specialist Groups and also relevant groups within the Trust.
3. To be an active team member of the dietetic department, participating in departmental developments, attending staff meetings, in service training programmes, tutorials and peer review.



4. To actively participate in practice supervision/reflective practice sessions. To keep records of one's own attendance at supervision, including the development of reflective diaries/learning logs
5. To participate in the development, implementation and update of operational and professional standards, resources and policies for the adult dietetic services.
6. Active involvement in total service provision e.g. by covering others during periods of absence, reviewing operational policies, contributing to the overall development of the department and peer review
7. To actively contribute to the supervision of student dietitians and more junior staff where appropriate. Ensuring that their record keeping, practice and professional development is in line with local and national professional dietetic service standards

GENERAL

1. To work in accordance with the Trust's Values to consistently demonstrate the behaviours required. The postholder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.
2. To ensure that Croydon Health Services Trust's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.
8. To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:



- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

NOTE:

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is 'someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via 'What's New'.

9. To work within the HCPC Professional Bodies Code of Professional Conduct and Scope of Professional Practice.
11. Budget Holders are responsible for adherence to Standing Financial Instructions
12. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
13. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

You are the difference –Staff Pledges

All staff are expected to demonstrate a considerate and respectful attitude.

I will always introduce myself to patients and other staff "Hello my name is"

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can't help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it

This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.



Job Description Agreement

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:

Current post holder :Date:

Line Manager:Date



PERSON SPECIFICATION

JOB TITLE: Adult Dietitian **DEPARTMENT:** Nutrition and Dietetics

BAND: 5

Criteria	Essential	Desirable	Method of Assessment
Qualifications			
BSc / Post graduate diploma in Nutrition & Dietetics	✓		A/C
HCPC registered	✓		A/C
Experience/Knowledge			
Experience of working in acute and primary care environments		✓	A / I / R
Evidence of continuing professional development	✓		A / I
Knowledge of dietetics within the NHS	✓		A / I
Skills and Abilities			
Good oral and written communication skills with people from a wide variety of backgrounds	✓		A / I
Presentation skills and ability to work effectively with individuals and groups	✓		A / I
Ability to prioritise own workload	✓		A / I / R
Ability to work as part of a team	✓		A / I / R
Basic computer skills	✓		A / I
Motivation and counselling skills	✓		A / I
Personal Attributes			
Confident	✓		I / R
Self-motivated	✓		I / R
Flexible, adaptable and creative	✓		A / I / R
Able to respond to unpredictable work patterns and frequent interruptions	✓		A / I / R
Able to set priorities and meet daily deadlines	✓		I / R
Able to reflect and appraise own performance	✓		A / I / R
Able to deal with distressed client's and their relatives	✓		A / I / R
Able to maintain effective working relationships with relevant stakeholders	✓		A / I / R

Key: A= application form, I = interview, R = references, C= Certificate

